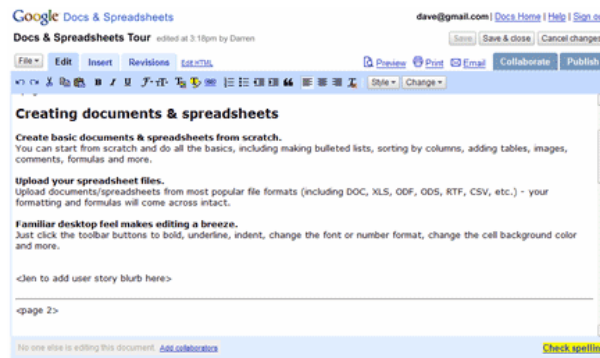


HOWTO: use google documents



Introduction

Google documents allows users to **save, share, and edit** documents online. The advantage for educators is the ability for groups of students to collaborate on a paper, to safely save important documents online, and to have universal access to your stuff.

Considerations

If you do not have an internet connection, this will not work. You also should have a pretty new browser, like Firefox or Explorer.

HOWTO

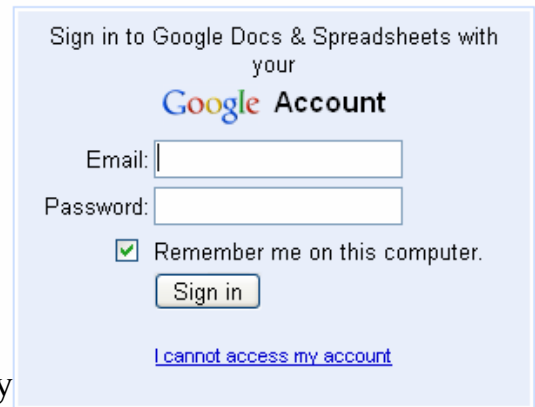
1) Enter the following url in a web browser: docs.google.com

2) Note the login page

3) If you have a google account, login

4) If you do not have a google account simply click on Create a new Google Account

The process is pretty simple!



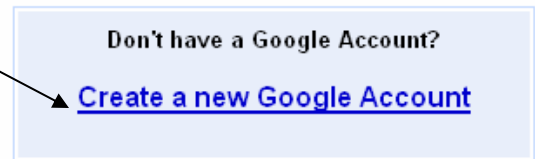
Sign in to Google Docs & Spreadsheets with your Google Account

Email:

Password:

☒ Remember me on this computer.

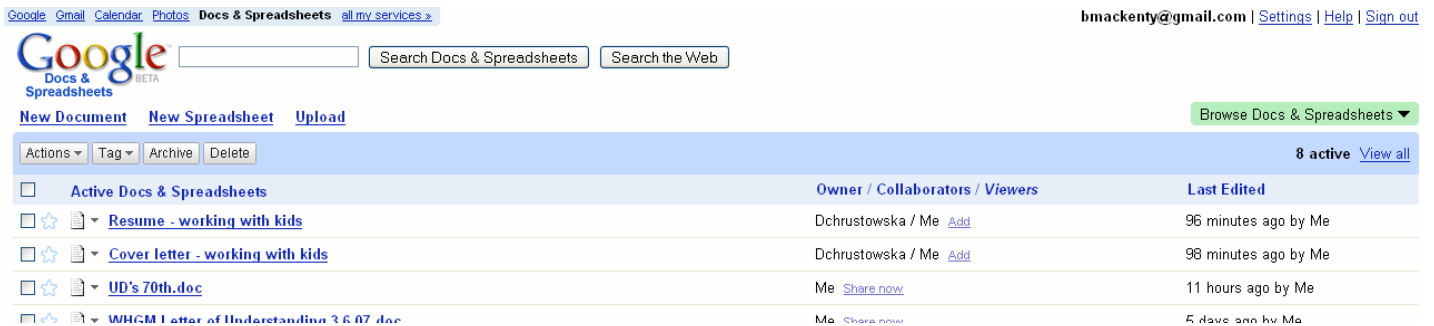
[I cannot access my account](#)



Don't have a Google Account?

[Create a new Google Account](#)

5) Once you have logged in, note the Google docs:



Google Docs & Spreadsheets interface showing the user's account (bmackenty@gmail.com) and a list of documents. The interface includes a search bar, navigation links (New Document, New Spreadsheet, Upload), and a table of active documents.

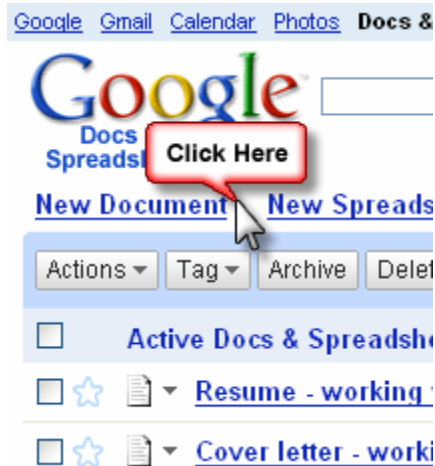
Active Docs & Spreadsheets	Owner / Collaborators / Viewers	Last Edited
<input type="checkbox"/> Resume - working with kids	Dchrustowska / Me Add	96 minutes ago by Me
<input type="checkbox"/> Cover letter - working with kids	Dchrustowska / Me Add	98 minutes ago by Me
<input type="checkbox"/> UD's 70th.doc	Me Share now	11 hours ago by Me
<input type="checkbox"/> WHCM Letter of Understanding 3.6.07.doc	Me Share now	5 days ago by Me

We'll cover individual topics below.

Creating a new document.....	Page 3
Saving a document.....	Page 3
Renaming a document.....	Page 4
Basic editing.....	Page 5
Tagging a document.....	Page 6
Collaborating and sharing a document.....	Page 7
Publishing a document.....	Page 8
Printing a document.....	Page 9
Copying a document.....	Page 10

Creating a new document

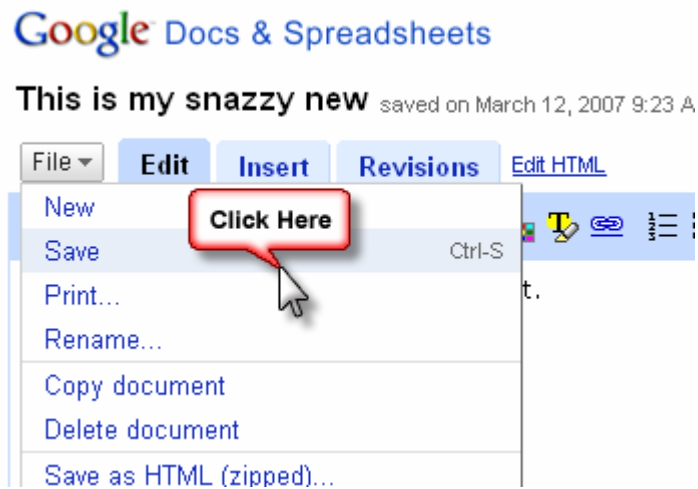
1) Click on the New Document Link (shown below)



2) That's it!

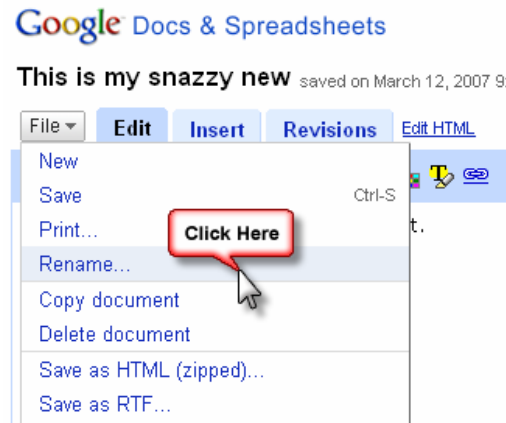
Saving a document

1) Click on the File button and choose Save. Note you can also use Control + S

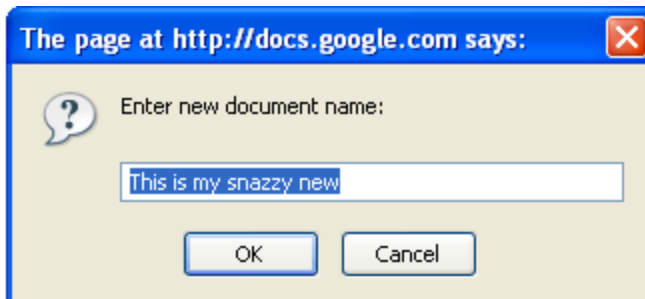


Renaming a document

1) Click on the File button and choose rename.



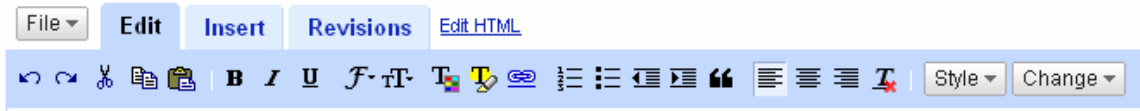
2) Type in a new document name and click ok.



3) That's it!

Basic Editing

1) Note the formatting bar - click once to turn on, and twice to turn off.



- undo



- redo



- cut



- copy



- paste



- boldface



- italics



- underline



- change font type



- change font size



- change text color



- change text background color



- create a link



- create a numbered list



- create a bulleted list



- indent less



- indent more



- quote some text



- alignment left



- alignment center



- alignment right

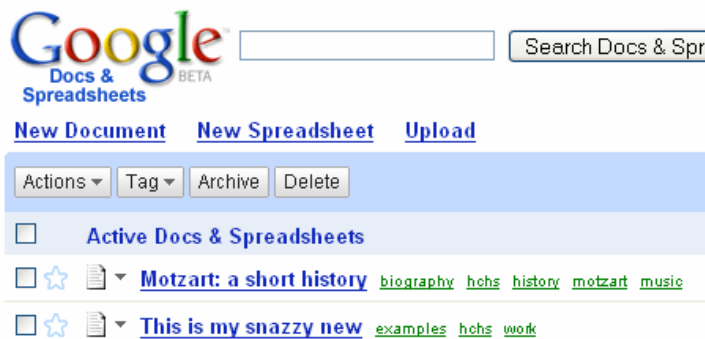


- remove all formatting

Tagging a document

Google doesn't use folder to organize stuff. Google uses tags. Think of a tag like a keyword which describes a file. Files can have multiple tags. You can sort your documents by tags - which is very handy if you have many documents.

Here's a screengrab of some tags:



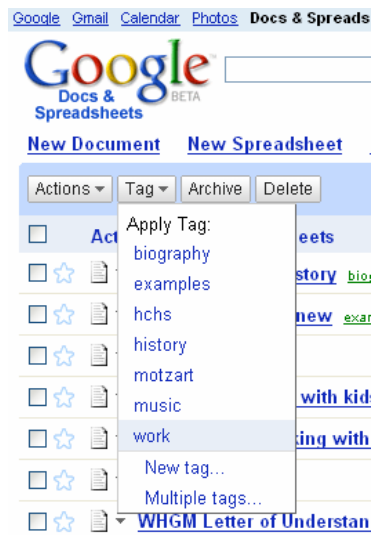
Note the tags on the right side of the file name. **If I click on a tag**, I will see all the documents with the tag I clicked.

So, to tag then...

1) Click on the checkbox next to the file(s) you want to tag.



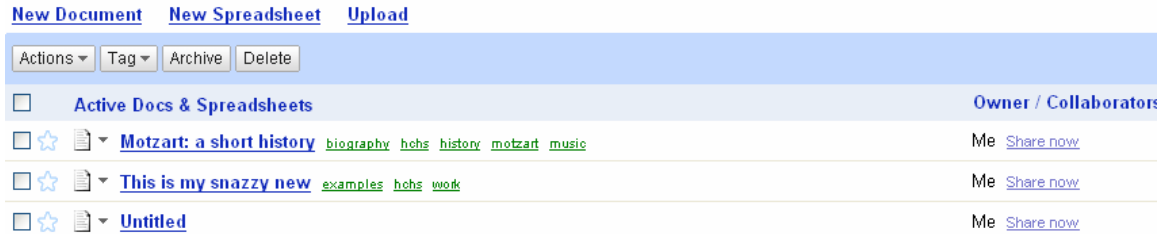
2) Click on the Tag menu, and choose a new tag, or simply click an existing tag. You can also choose multiple tags (I suggest you always use multiple tags - it makes it easier to organize files) .



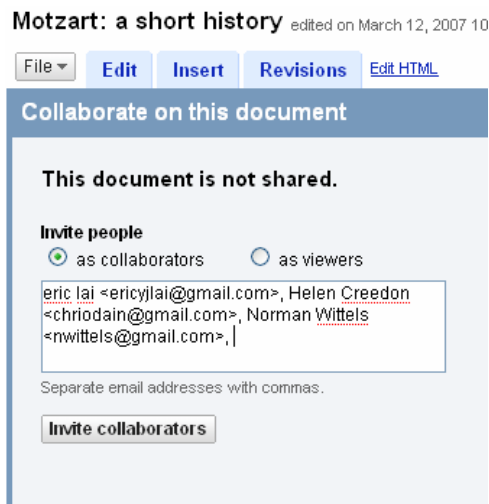
Collaborating and sharing a document

In order to share a document, the person with whom you are sharing must have a google account.

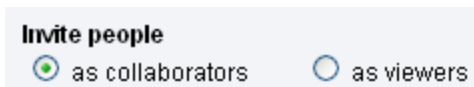
1) Open google documents and note the list of documents



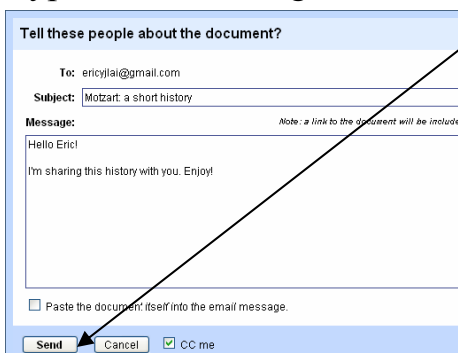
2) Click share now on the document you want to share. Note the sharing dialog:



Note you can invite people as viewers or as collaborators.



3) Type a brief message, and click Send

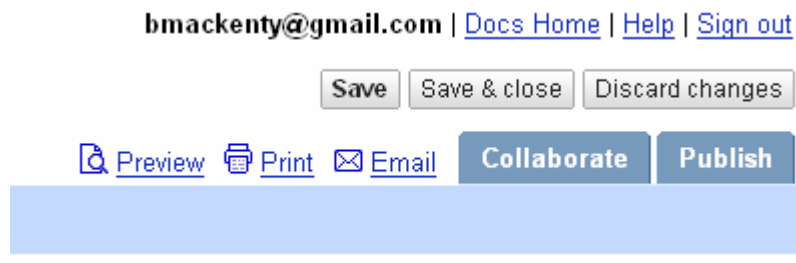


Publishing a document

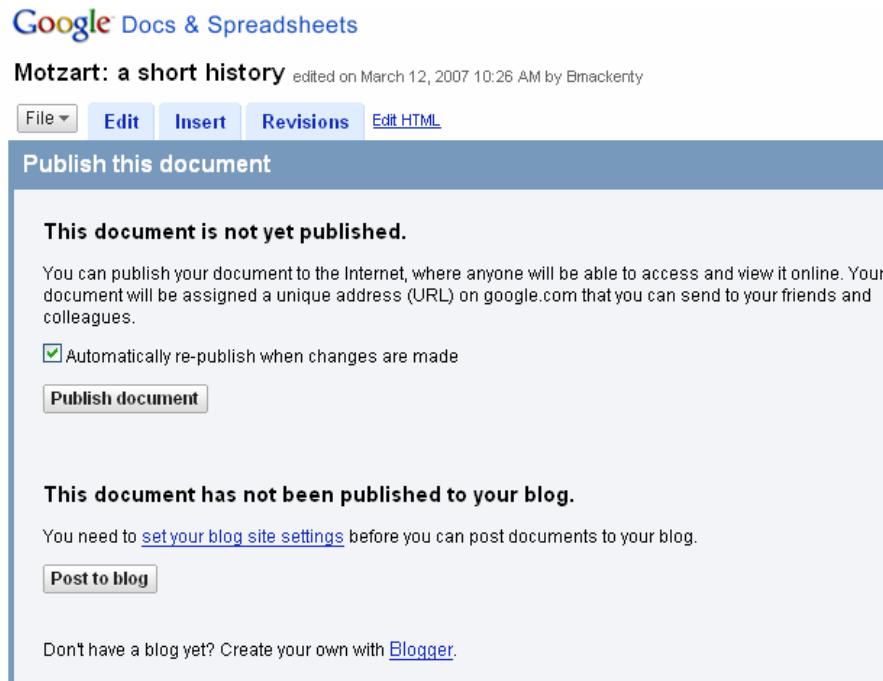
Publishing a document makes it visible to the entire world. Google adds it to the google-index, so if you add your resume, and someone googles your name, your resume might turn up!

Publishing is ridiculously easy.

1) On the upper-right side of the screen, please note the "publish" tab.

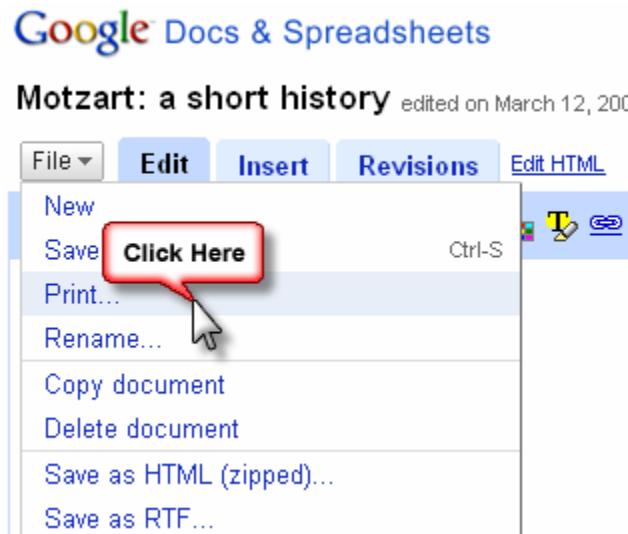


2) Note the publish screen. Simply click publish, and you are done!



Printing a document

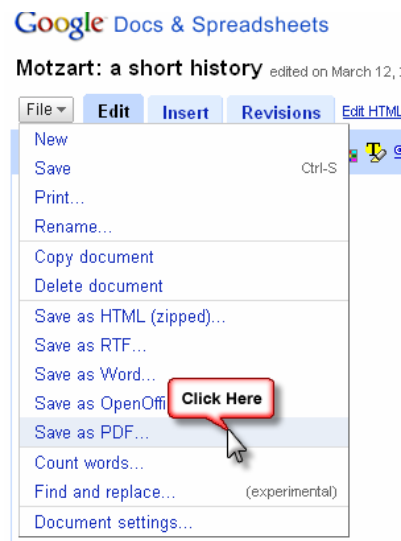
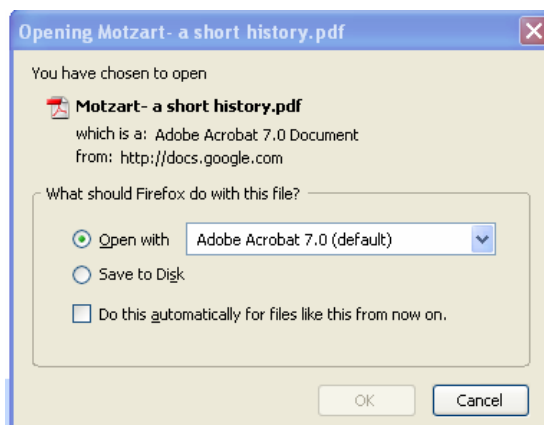
There is a very simple file -> print operation to print.



However, I have found a slightly more reliable manner of printing.

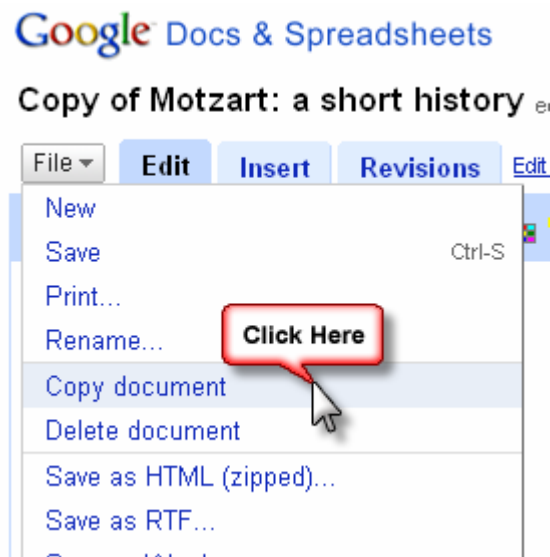
1) Click on file and then Save as PDF

2) Click OK when you see this dialog and print from inside Adobe Reader!

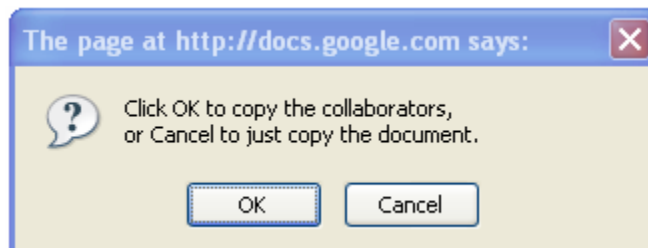


Copying a document

1) Simply click on File and then Copy document.



2) Note the confirmation dialog.



3) The file is saved as "copy of <filename>"